

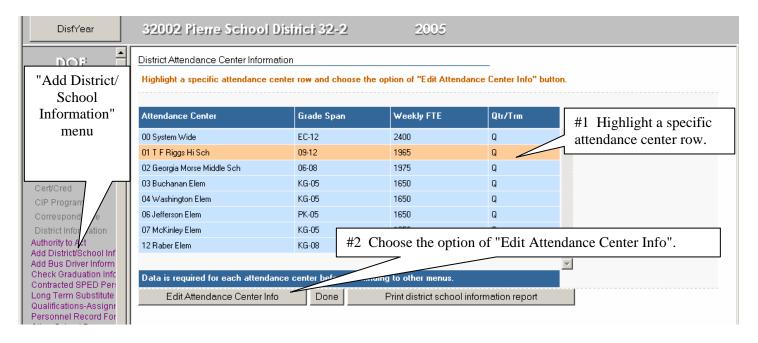
Add District/School Attendance Center Information Menu School Year 2006-2007

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New Attendance Centers

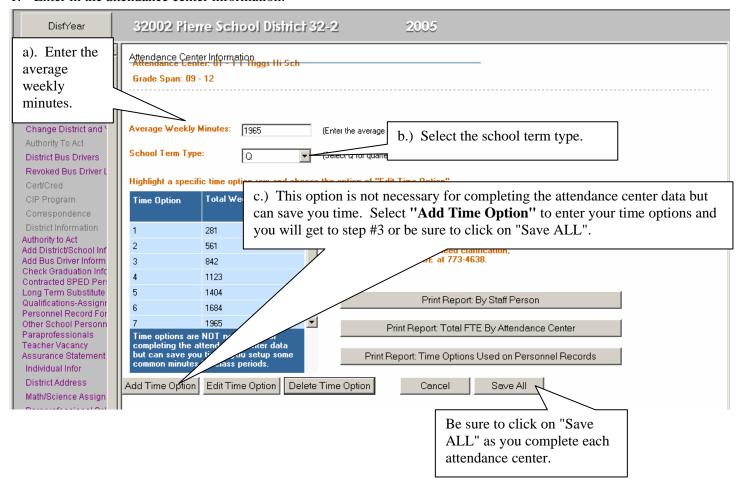
<u>STEP #1:</u> Data is required for each attendance center before continuing to other menus. Highlight a specific attendance center row and choose the option of "Edit Attendance Center Info" to add or edit data.



Total Minutes per week per grade

<u>Step #2:</u> The data you encode to the Attendance Center Information screen calculates the full-time equivalency for each personnel record assigned to this attendance center.

1. Enter in the attendance center information:



a) Enter the "Average Weekly Minutes" which is defined as the minutes per week of instructional time that are calculated one of the following ways depending on the attendance center (be sure to include passing time):

Example: How to calculate **Elementary** "Average Weekly Minutes" = 1650 minutes per week

Lunch

Total Intermissions per day

	Morning Bell Schedule	Schedule	grade per day	s		P 00 and	
		FORM	MULAS:			(Recesses + Lunch)	(Total Minutes per grade per day - Total Intermissions per day) x 5 days per week
*K	8:15-10:55	12:15-2:55	400	30	80	110	1450
1	8:15-11:25	12:20-2:55	400	30	55	85	$(400 - 85) \times 5 = 1575$
2	8:15-11:25	12:20-2:55	400	30	55	85	1575
3	8:15-11:35	12:20-2:55	400	30	45	75	1625
4	8:15-11:50	12:35-3:05	410	25	45	70	1700
5	8:15-11:50	12:35-3:05	410	25	45	70	1700
6	8:15-11:50	12:35-3:05	410	20	45	65	1725
					AVERAGE:	75	1650
					FORMULA:		(1575+1575+1625+1700+1700+1725)/6 = 1650

^{*}Do not include Kindergarten in your calculations.

Elementary

Grade

Contact: Cody Stoeser 773-4638 E-Mail: cody.stoeser@state.sd.us

Afternoon Bell Total Minutes per Recesse

2) Example: How to calculate **Middle School/Junior High** "Average Weekly Minutes" = 1975 minutes per week.

Period	Bell Schedule	Total Minutes per period	Total Minutes per week
Period 1	8:00-8:50	54	270
Period 2	8:54-9:39	49	245
Period 3	9:43-10:28	49	245
Period 4	10:32-11:17	49	245
Period 5A	11:21-11:43	25	125
Period 5B	11:46-12:08	25	125
Period 5C	12:11-12:33	26	130
Period 6	12:37-1:22	49	245
Period 7	1:26-2:11	49	245
Period 8	2:15-3:00	45	225
	•	395/8 = 49.4 minutes per period	1975

((7 hours * 60 minutes per hour) - 25 minutes for lunch) * 5 days per week) = 1975

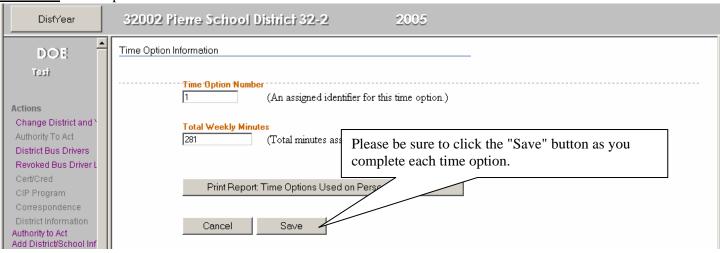
3) Example: How to calculate **High School** "Average Weekly Minutes" = 1965 minutes per week.

Perioa	Bell Schedule	1 otal Minutes per period	1 otal Minutes per Week
Period 1	7:45-8:35	54	270
Period 2	8:39-9:44	69	345
Period 3	9:48-10:38	54	270
Period 4	10:42-11:32	54	270
Period 5A	11:36-12:01	29	145
Period 5B	12:05-12:30	29	145
Period 5C	12:34-12:59	29	145
Period 6	1:03-1:53	54	270
Period 7	1:57-2:47	50	250
	-	393/7 = 56.1 minutes per period	1965

((7 hours * 60 minutes per hour) + 2 minutes - 29 minutes for lunch) * 5 days per week = 1965

- 4) Example: How to calculate a **System Wide (EX: Attendance center # is 00)** for Administrators and School Service Specialist "Average Weekly Minutes" = 2400 minutes per week ((8 hours *60 minutes per hour) * 5 days per week) = 2400 Total Minutes per week
- b) Select "Q" for Quarters and "T" for Trimesters.
- c) This option is not necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods. Otherwise, you will have to manually encode minutes for each class assignment in the personnel record forms. Select "Add Time Option" to enter your Time options and you will get to step #3.

STEP #3: Time Option Information



- 1. The Time Option Number will automatically be selected but if you want to select a different one you can select from the drop down box.
- 2. Enter the "Total Weekly Minutes" which is defined as total time in minutes a class is taught per week and is calculated in one of the following ways depending on the attendance center:
 - a) Example: How to calculate the **High School** Time Options Weekly Class Minutes
 - 1) Divide the weekly class minutes between the number of periods at the high school.

Time Options	Comment	Total Weekly Minutes	Formula	·
1	1 period	281	1965/7	
2	2 periods	561	(1965/7)*2	
3	3 periods	842	(1965/7)*3	Approximately 56 minutes per
4	4 periods	1123	etc	period $(281/5 = 56.2)$
5	5 periods	1404		period (201/2 = 2012)
6	6 periods	1684		
7	7 periods	1965		
8	Assigned a duty	0		

b) Example: How to calculate the **Junior High/Middle School** Time Options Weekly Class Minutes

1) Divide the weekly class minutes between the number of periods at the junior high/middle school

Time Options	Comment	Total Weekly Minutes	Formula	
1	1 period	247	(1975/8)	
2	2 periods	494	(1975/8)*2	
3	3 periods	741	(1975/8)*3	
4	4 periods	988	Etc	Approximately 50 minutes
5	5 periods	1234		per period $(247/5 = 49.4)$
6	6 periods	1481		
7	7 periods	1728		
8	8 periods	1975		
9	Assigned a duty	0		

c) Example: How to calculate the **Elementary School** Time Options Weekly Class Minutes

1) Divide the weekly class minutes between a full time, part time, or departmentalized staff.

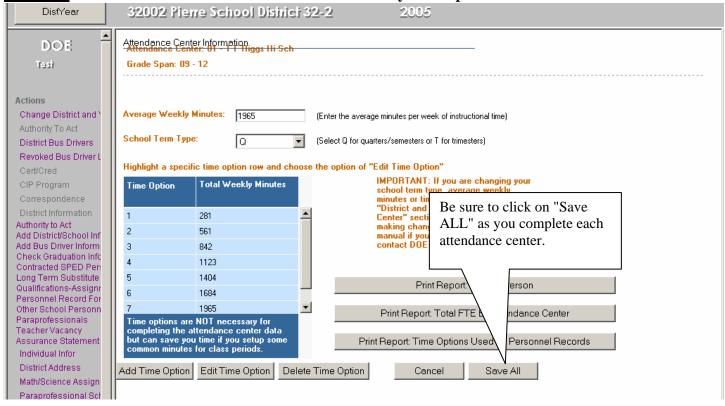
	Time Options	Total Weekly Minutes	Formula	
_	1	1650	Full day teacher	
	2	825	1/2 day teacher	
	3	0	Assigned a duty	

- d) Example: How to calculate the **Administrative and School Service Specialist** Time Options Weekly Class Minutes
 - 1) Divide the weekly class minutes between a full time and part time staff.

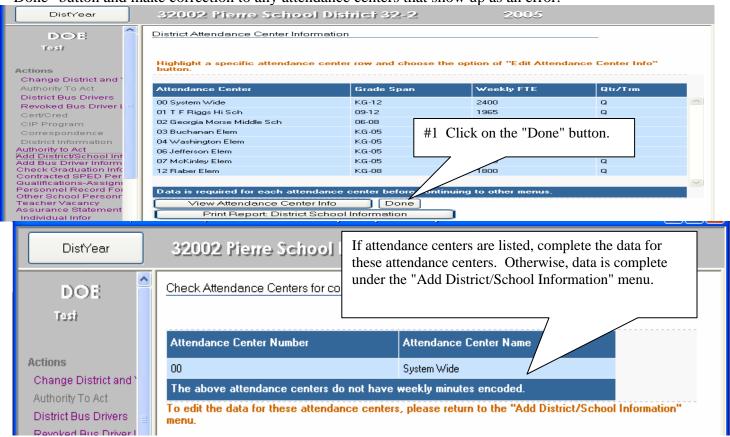
Time Options	Total Weekly Minutes	Formula
1	2400	Full day
2	1200	1/2 day
3	0	Assigned a duty

- 3. Please be sure to click the "Save" button as you complete each time option.
- 4. Continue with the above steps to add another time option.

STEP #4: Please be sure to click the "Save all" button as you complete each attendance center!

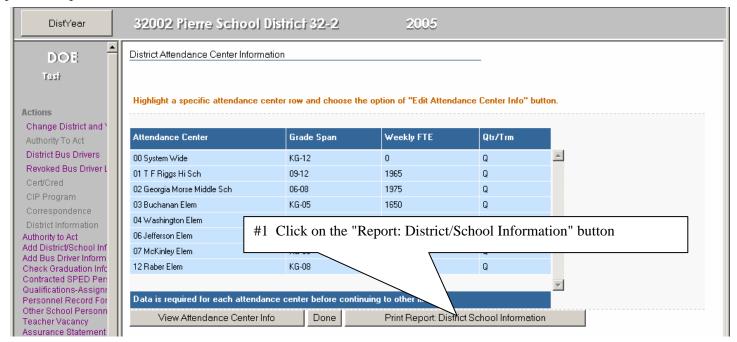


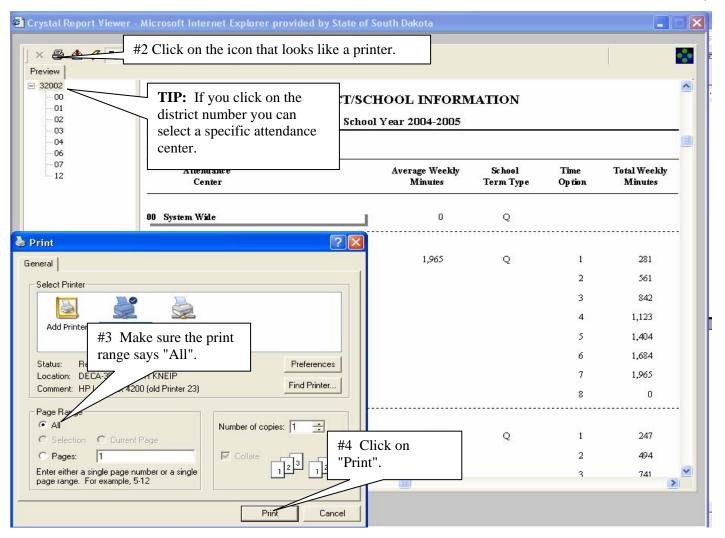
STEP #5: Continue with the above steps for each attendance center. To check if you are finished, click on the "Done" button and make correction to any attendance centers that show up as an error.



Running a Report

STEP #1: If you want a hard copy of the data you entered, click on the "Report: District/School Information" button and print the report.

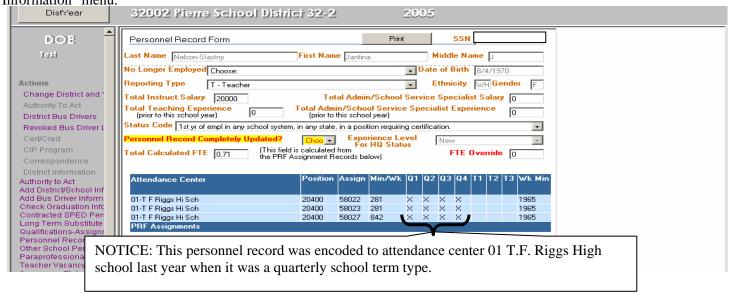


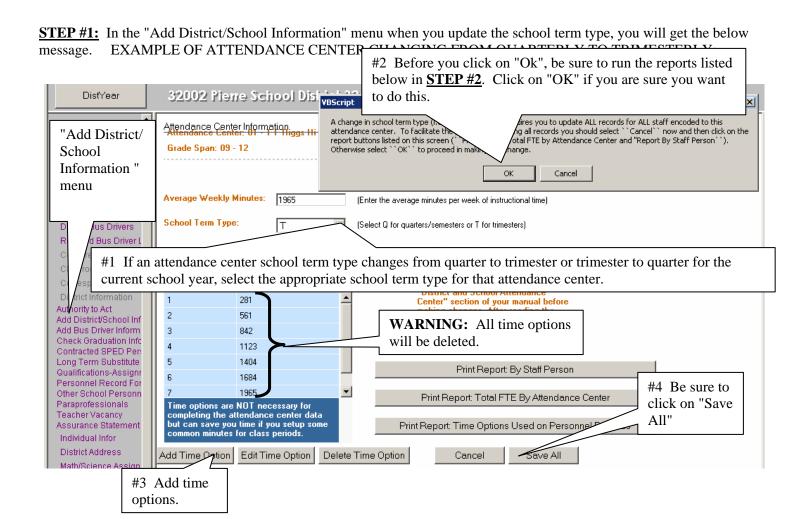


Modifying Attendance Centers

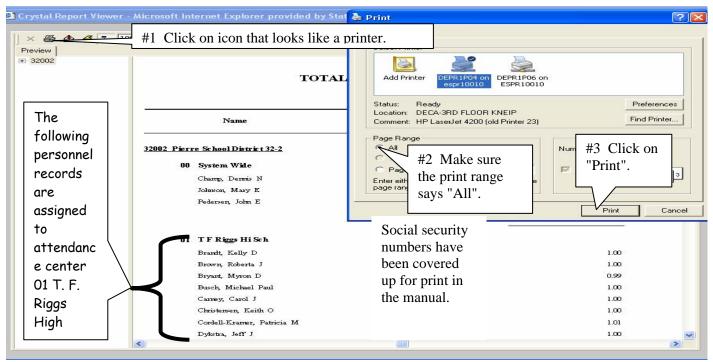
CHANGE IN SCHOOL TERM TYPE:

BEFORE: Example of personnel record form before the school term type is modified in the "Add District/School Information" menu.

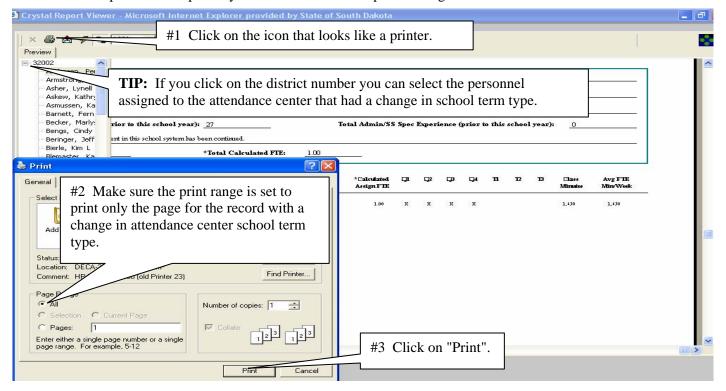




STEP #2: Print the "Report: Total FTE By Attendance Center" AND "Report: By Staff Person" so you know which personnel records were encoded to this attendance center and need adjustments made to their personnel record.

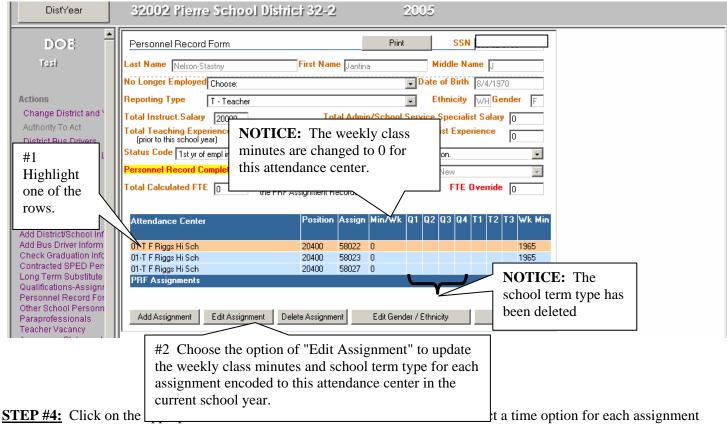


Be sure to also print the "Report: By Staff Person" for each person assigned to this attendance center.

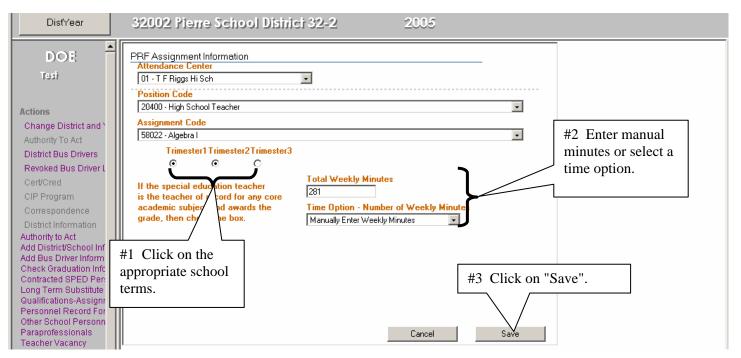


STEP #3: A change from a quarter to trimester OR trimester to quarter school term type requires you to update ALL personnel records for ALL staff encoded to this attendance center.

AFTER: Example of how it changes the personnel records encoded to this attendance center.



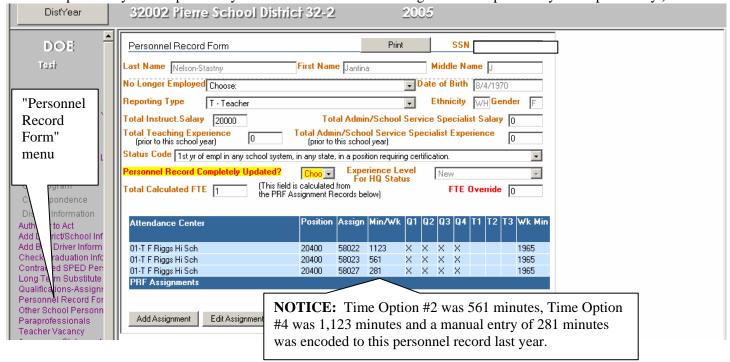
encoded to this attendance center.



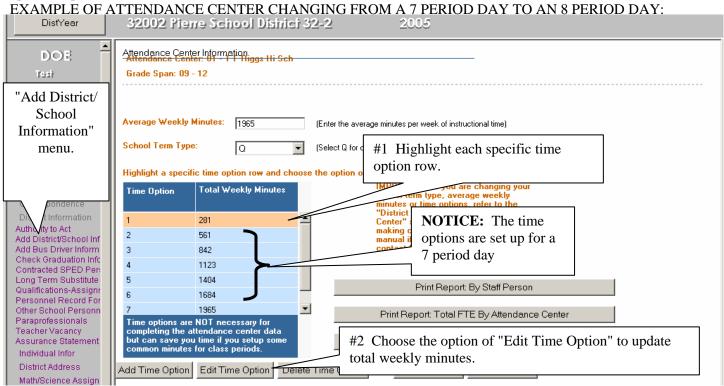
STEP #5: Continue with these steps for the next person on the report until ALL records have been updated.

EDITING A TIME OPTION:

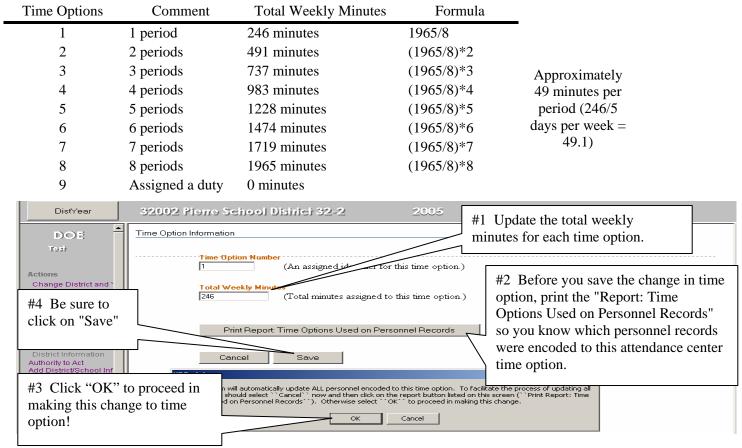
BEFORE: Example of personnel record form before you modify the time option. (EX: An attendance center changes from a 7 period day to an 8 period day OR an attendance center changes from a 7 period day to a 6 period day.)



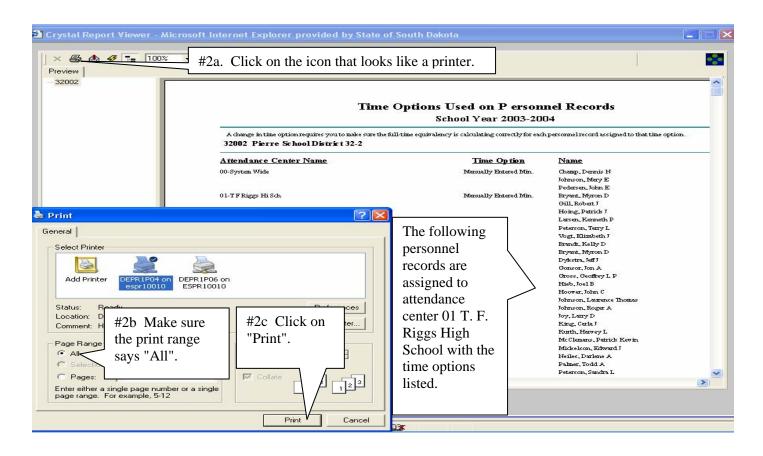
STEP #1: In the "Add District/School Information" menu when you edit a time option, the program will automatically update all personnel encoded to this attendance center.



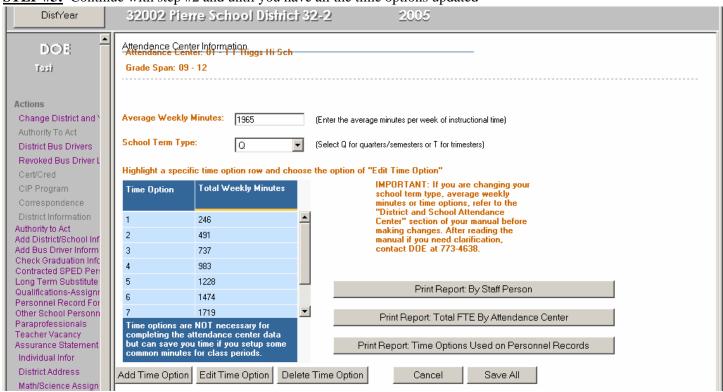
STEP #2: Below is the example of a calculation for the time options that need to be created for an 8 period day. Update each time option to reflect the minutes calculated in column 3. You may have to refer to the directions on pages 2-5 for other calculations.



Print the "Report: Time Options Used on Personnel Records" so you know which personnel records were encoded to this attendance center time option.

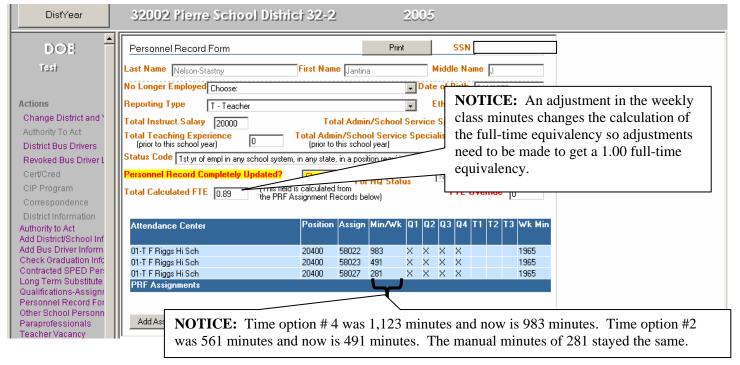


STEP #3: Continue with step #2 and until you have all the time options updated



STEP #4: A change in time option requires you to make sure the full-time equivalency is calculating correctly for each personnel record.

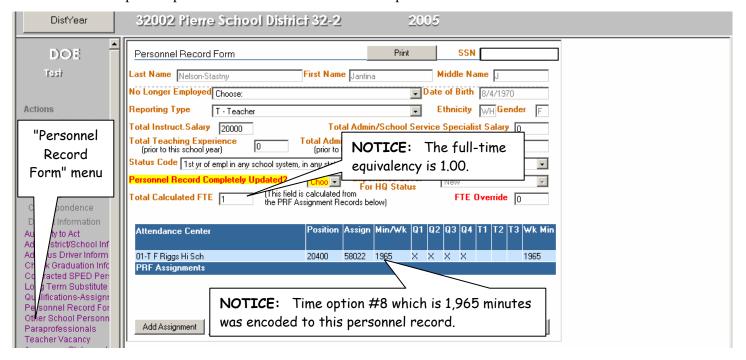
AFTER: Example of how a change in time options change the personnel records encoded to this attendance center.



STEP #5: Continue with these steps for the next person on the report until ALL records have been updated.

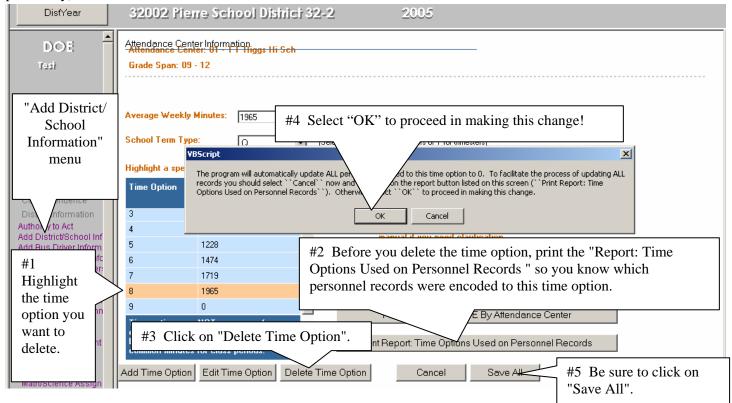
DELETING A TIME OPTION

BEFORE: Example of a personnel record form before a time option is deleted.

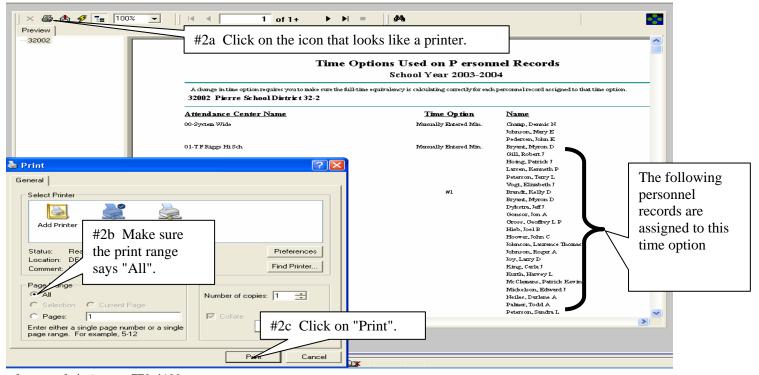


STEP #1: In the "Add District/School Information" menu when you delete a time option, the program will automatically update all personnel encoded to this attendance center using this time option with 0 minutes.

EXAMPLE OF TIME OPTION BEING DELETED (EX: If your attendance center changes from a 7 period day to a 6 period day)



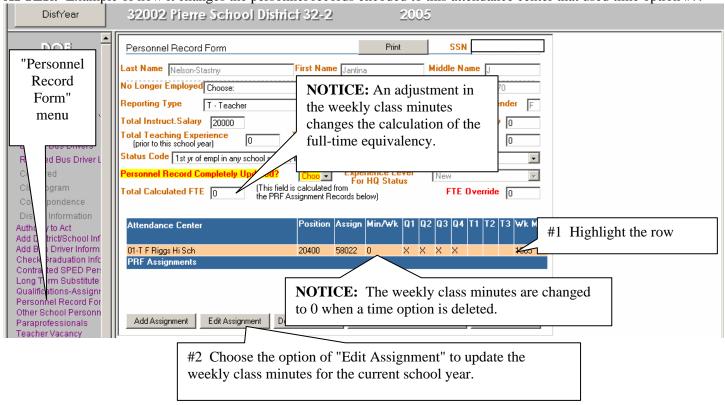
Print the "Report: Time Options Used on Personnel Records" so you know which personnel records were encoded to this time option.



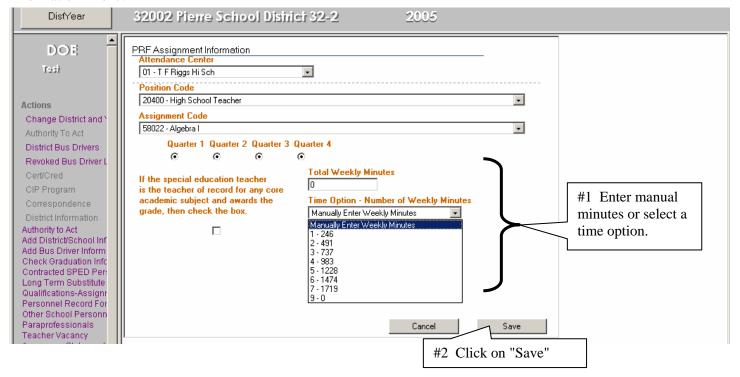
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STEP #2: Deleting a time option requires you to update ALL personnel records for ALL staff encoded to this attendance center that used the time option.

AFTER: Example of how it changes the personnel records encoded to this attendance center that used time option #7.

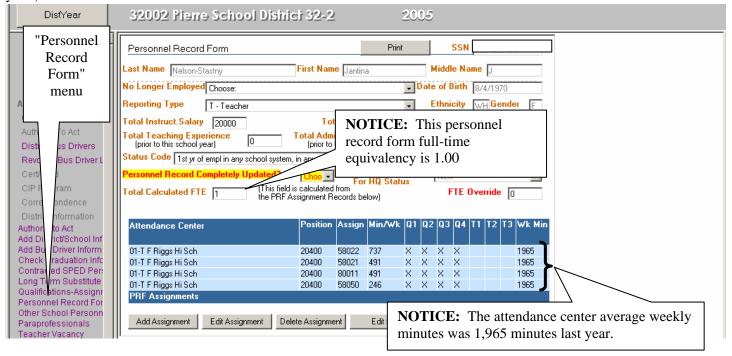


STEP #3: Enter manual minutes or select from one of the time options you set up in the "Add District/School Information" menu.

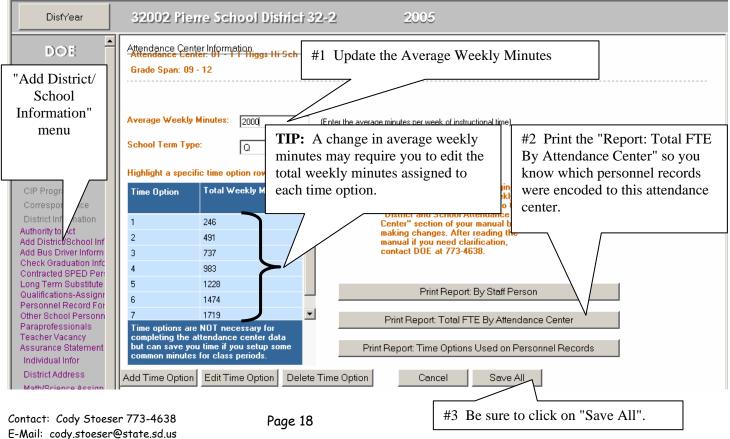


CHANGE IN AVERAGE WEEKLY MINUTES

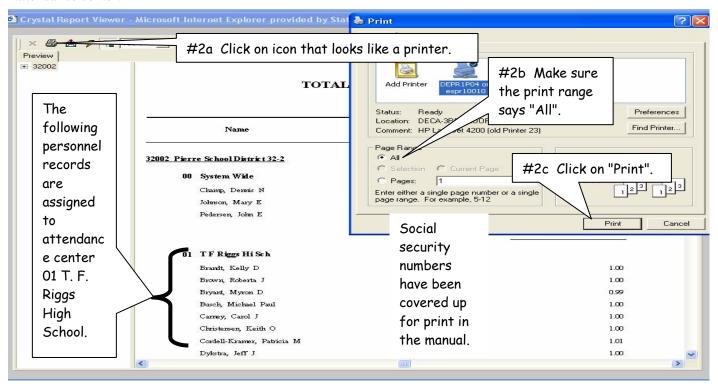
BEFORE: Example of personnel record form before you modify the average weekly minutes (EX: If you decide to add time to your bell schedule or let out earlier every day, your average weekly minutes will increase or decrease from last year.)



STEP #1: In the "Add District/School Information" menu, when you update the average weekly minutes, the program will automatically update all personnel encoded to this attendance center.

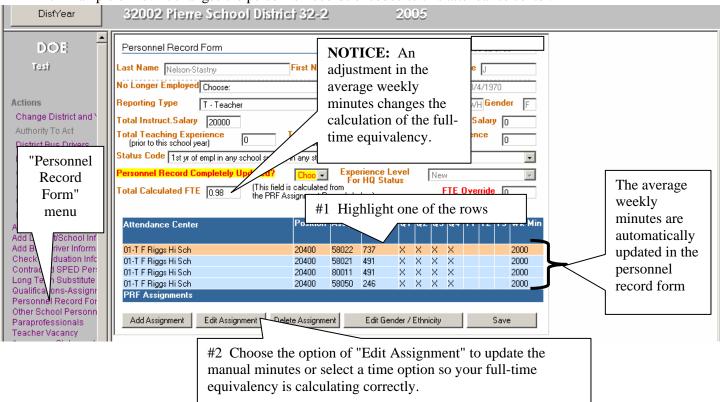


Print the "Report: Total FTE By Attendance Center" so you know which personnel records were encoded to this attendance center.

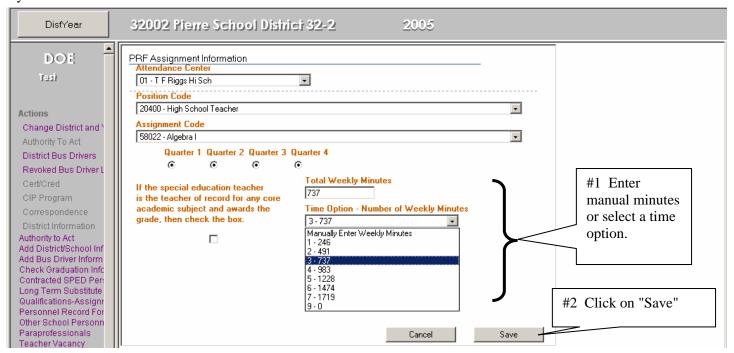


STEP #2: An adjustment in the average weekly minutes requires you to update ALL personnel records for ALL staff encoded to this attendance center.

AFTER: Example of how it changes the personnel records encoded to this attendance center.



STEP #3: A change in average weekly minutes requires you to select the appropriate time option or enter manual minutes for each assignment encoded to this attendance center for ALL personnel records listed on the "Report: Total FTE By Attendance Center.



STEP #4: Continue with these steps for the next person on the report until ALL records have been updated.